

SUBSTITUTE TEACHER

Skills

Outlook, Excel, Word, PowerPoint, QuickBooks and OneNote

Experience

09/2016 to Current

Substitute Teacher Company Name i¼ City , State

- Design learning environment to meet educational development objectives.
- Responsible for classroom schedule, subject matter, selection of materials and media, development of learning activities and documentation of plans.
- Establish positive relationships with students, parents, fellow teachers and school administrators/staff.
- Provide regular feedback to parents regarding work and behavior in class.

09/2015 to 04/2016

Maintenance Technician Company Name i¼ City , State

- Managed 100+ lots and ensured maintenance requests were fulfilled in a timely matter.
- Maintained electrical, plumbing and landscaping.
- Informed management of potentially dangerous electrical equipment and faulty instrumentation.
- Recommended new equipment and maintenance procedures to the facility manager.

04/2012 to 06/2014

Sales Associate Company Name i¼ City , State

- Enthusiastically conversed with customers about purchase needs and available products.
- Inquired about buying experience, item preferences and future purchases.
- Tracked inventory and prepared for promotions by setting up displays, adding signage, and retagging merchandise.
- Recommended appropriate items and direct or lead customers to selections.

Education and Training

Bachelor of Arts : Business Administration Management Eastern Oregon University i¼ City , State Business Administration Management Skills

buying experience, documentation, inventory, selection of materials, Excel, Outlook, PowerPoint, Word, plumbing, QuickBooks